

Procedure Title: Absences Due to Participation in Activities
Procedure Number: 07-2003-0002
Board Policy Reference: I.B. Educational Opportunities

Accountable Administrator: VP, Student Affairs
Position responsible for updating: Director Athletics, Outreach and Student Life
Original Date: November 1972
Date Approved by Cabinet: 6-13-17
Authorizing Signature: *signed original in file*
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Purpose/Principle/Definitions:

The College encourages attendance at co-curricular functions. Students will be excused from class attendance, but not from the responsibility of the work they may miss during their absence for approved functions. In this regard, members of the instructional staff should be as cooperative as possible in providing work guidelines to student for missed work.

Absences due to participation in intercollegiate functions and other extracurricular trips arranged by the College will be excused. The student must notify his/her instructors at least five (5) academic days before the time of their absence. Missing lab hours will need to be arranged with instructors before the excused absence. Students are responsible for what is missed in class, including lecture notes and handouts.